



Staff Council General Meeting minutes for September 21, 2022

Zoom Meeting 10:00 AM – 11:00 AM

Board: Tremaine Kwasikpui, JR Sears, Maria Estrada, Gerrelyn Davidson, Rachael Hudspeth

Panelist: Tremaine Kwasikpui, Staff Council President, Director of Student Activities; JR Sears, Staff Council President-Elect, Research Computing System Administrator-IT; Dr. Casey Davis, UHD Chief of Police; Ivonne Montalbano, Vice President for Employment Services and Operations

Call to Order: The Staff Council general meeting was call to order by Staff Council President, Tremaine Kwasikpui at about 10:00 a.m.

Reports:

Mr. Kwasikpui greets and welcomes attendees to the Staff Council General Meeting for the month of September 2022.

Approval of Meeting Minutes:

Mr. Kwasikpui asks if anybody requests any revisions to the minutes from the previous meeting. There are no revisions and Mr. Kwasikpui ask for a motion to accept the minutes. Mr. Sears makes the first motion to approve the minutes and Mrs. Hudspeth seconds the motion. Mr. Kwasikpui approves the minutes from the August Staff Council general meeting.

Introduction of 2022-2023 Staff Council Membership Board

Mr. Kwasikpui introduces the 2022-2023 Staff Council Membership Board.

- Tremaine Kwasikpui, Staff Council President
- JR Sears, Staff Council President-Elect
- Maria Estrada, Staff Council Secretary
- Gerrelyn Davidson, Staff Council Treasurer
- Rachael Hudspeth, Staff Council Communications Officer

Welcome New Gators

Mr. Sears introduces new UHD Gators/employees.

- Brandi McInnis, Career Counselor II, Career Development Center
- Dontrice Hall, Program Assistant, Applied Business & Technology
- Camilla Clark, Administrative Assistant II, Student Affairs
- Taylor Gee, Administrative Assistant II, History, Humanities, & Languages
- Andrea Irvin, Admissions Counselor, Undergraduate Admissions
- Michelle Edwards Gardner, Coordinator, Graduate Services, Marilyn Davies College of Business

- Christian Gonzales, Computing Operations Specialist I, Computing, Telecom & Video Net
- Brenda Lozano, Admissions Counselor, Undergraduate Admissions
- Carmelita Lorenzo-Green, Student Account Specialist II, Student Business Services
- Elisabeth Hayden, Coordinator Events, Conference & Event Services
- Cyrano Machey, Administrative Assistant II, Mgmt & Insurance Risk Mgmt
- Claudia Baba, Associate Director, Office of Study Abroad
- LaRavin Ifendu, Administrative Assistant II, Accounting and Int'l Business
- Ariel Harris, Administrative Assistant I, Social Sciences

Exterior Door Access

Mr. Kwasikpui introduces Dr. Casey Davis, UHD Chief of Police, to discuss the upcoming exterior door access plan.

Chief Davis greets everyone and begins his presentation. He explains that UHD already has the technology to execute the exterior door access plan. He explains that the purpose is to limit prohibited access to UHD buildings and facilities, improve the overall safety of the campus community, unify ID/card access systems, and inform the campus community.

Chief Davis goes on to elaborate on the three phases that will take place during the plan. Phase I will include securing all doors and elevators where faculty/staff enter the building that has not been designated as a general entrance for students or visitors. In Phase II, the supplies/information for the designated badges and card access entrances will be gathered. A media campaign for Standard Response Protocol (SRP) will also be created. Phase III will include securing the points of entry. Student access will be limited to specific time frame (TBD). All visitors will enter each building through the main entrance.

The proposed Phase I target date is 10/10/22. Chief Davis explains that UHD already has everything in place to begin the Phase and that it is more about communicating to everyone in the building about required hard access (badge access needed). Phase II will also start on 10/10/22, but it entails communicating about the areas that will be closed for secure access and communicating to students that in spring 2023, they will also have badge access.

Chief Davis proceeds to give a breakdown of Phase I which includes the coffee house door #4 (exit only), west side cafeteria doors (exit only), south side cafeteria doors (exit only), coffee house door #2 (exit only), 1st exterior door near loading dock near PD entrance, and generator alley exterior door near S103. A map is then provided highlighting the areas. Explains that not all the doors will be closed right away. Once students get access then the final door will be locked. This is important because a blind spot in the south side area gives anyone access to the building. Phase I will also include the 4th-floor exterior stairs (entry), P3 entrance from the garage, and elevator #13 (Levels 1 & 2). In the Science and Technology building no action will be taken because of where the access doors are located. During Phase III the bayou and main street side will be secured. In the Shea Street building both elevators will be on card access only all day and the stair #62. Chief Davis proceeds to show the Shea Street building map and the areas that will be secured. In the Commerce Street Building, all the main entrances are open during business hours, and all other exterior doors require card access. He then shows the Commerce Street Building map and the areas that will be secured.

Chief Davis pauses and asks if there are any questions or concerns. He explains that there is an eight-member panel committee that reviews the logistics of the plan. The panel includes students, ESO, Mr.

Tremaine, media relations, facilities, and emergency management. The goal is to make the campus safer.

Mrs. Hudspeth informs Chief Davis that there is a question from Louis in the Q&A chat.

Q: Will UHD Northwest be included?

A: That is a great question. Lone Star College Police Department services UHD Northwest. The UHD initiative will not affect how LSC operates, but the plan will be shared with them. They have a system in place on how to secure their buildings and notifications. Our current plan does not include UHD NW because the LSC Police Department services them.

Q: Will temporary/seasonal workers have card access? Or will this be only for full-time staff?

A: Yes, everyone will have access. The current access will remain the same.

Q: Is there a sort of "fail safe" process or backup plan if the card doesn't work or the locks aren't working?

A: If the card isn't working, that means there is an error with your card. If it doesn't work, take it back to the Student Life Center to get your card replaced. If you lose your card, there is a fee for that. While your card is lost, you must go to the main entrance and pass by the security gate to get your new badge.

Q: Will these new access cards be the same as parking cards? Is there a way that these permissions can be embedded into all our existing student/faculty/staff IDs? It would be nice if we could have everything on one card.

A: That is what we are doing right now by getting the technology.

Q: Will there be a designated UHD webpage to provide updates during each Phase?

A: Yes, there will be one on the PD webpage. Media relations are creating the link.

Q: How recent will our IDs need to be to work? (I know I'll need to replace my 15-yr.-old one!) Will faculty classroom key fobs work, or will they need to carry IDs around too?

A: Your access on the fob and the card will still be the same. When we go to the all-in-one access, if you have a card that supports all-in-one, you will keep that card, but if not, it will be replaced. The best product is trying to be found. They're trying to make sure no one is left out during the transition.

Q: Is the access card the current chipped card we use for accessing the parking garage? Or is it going to be the ID card with a bar code?

A: It will be all in one. They are trying to merge them all together.

Q: Will access be renewed per semester for students and per year for staff /faculty?

A: Yes, that is how it currently is. If you're terminated or change departments, access is only given to your area.

Q: Will this affect or make any changes to emergency/fire drills procedures? Such as exits, doors to come back into the building?

A: No, it will not.

Chief Davis moves on with the presentation. He speaks about the Standard Response Protocol (SRP). The after-action review of the Bomb Threat response and campus community feedback revealed a need for an adopted standard response protocol that communicates the actions that need to be taken by the

campus community in the event of an emergency. The "I love you Guys" program gives you support for their existing emergency response plans. There is no cost to adopt the program. The program improves communication during emergencies and ensures everyone is on the same page regarding the type of emergency the institution faces. The Texas School Safety Center also endorses the program. It's a simple way of telling you what actions we are facing.

Chief Davis begins discussing the actions that should be taken in an emergency. He gives an example of the recent bomb threat. Steps that need to be taken 1) Hold! In your room or area. Clear the halls. 2) Secure! Get inside. Lock outside doors. 3) Lockdown! Locks, lights, out of sight. 4) Evacuate! A location may be specified. 5) Shelter! Hazard and safety strategy.

He ends the presentation by reiterating the importance of UHD safety and the process currently in place to begin SRP and exterior door plan. He adds that cameras/license plate readers are in the parking lots. Chief Davis concludes by thanking everyone for their time.

Mr. Kwasikpui thanks Chief Davis and asks if there are any other questions. There were no other questions.

External Consulting and Other Paid Professional Services Policy

Mr. Kwasikpui introduces Ivonne Montalbano, Vice President of Employment Services and Operations.

Ms. Montalbano addressed everyone and thanked the Staff Council Committee for inviting her to discuss the policy. The Consulting and Other Paid Professional Services Policy only apply to faculty and exempt staff. Consulting and paid services are secondary employment related to the functions or expertise the employee is compensated by UHD. For example, a UHD Accountant working at HR Block during tax season. Another example is a UHD Director of Management Systems teaching a class for UHD as adjunct faculty. Examples of what consulting and professional services are not the UHD Accountant working for Macy's as a sales associate on weekends or the UHD Director of Management Systems working as an Uber driver in the evenings.

Consulting and professional services are permitted if there is no conflict of interest. For an employee to work a secondary job, they must consult with their supervisor first and then obtain written approval by completing the form. The form can be accessed through the ESO website under forms. It is called Consulting and Professional Paid Services application. Requests cannot be retroactive, and the secondary employment must be reported annually during the reporting period. The outside employment may not interfere with UHD duties and responsibilities. It may not require commitments of time averaging one day per calendar week.

Ms. Montalbano explains that there has been a change recently that has taken place immediately. It is due to guidance received on 09/06 from the Office of the General Council. Their guidance is supported by the Texas Education Code, Board of Regents, and UH systems policies. The policy reads, "exempt employees outside professional activities, including teaching as adjunct faculty, are limited to one day per calendar week, which equates to teaching one, three semester credit hour course per semester. In the past, UHD has allowed exempt employees to teach as adjunct faculty, up to two classes per semester. With this new policy in place, the exempt staff can only teach one semester class. This also applies to faculty that teach elsewhere.

Ms. Montalbano opens the floor to questions.

Q: What if that class has a one hour load, but it is still only one class?

A: No, it is limited to three credit hour class. It is eight contact hours per calendar week, so it cannot exceed a three credit hour class. Two credit class hours would exceed that limit, so it would not be approved. This policy is system-wide.

Q: Is there a slide with this information available?

A: Sure, I will be happy to share. An email will be sent with the information to staff.

Q: Adjuncts have been managing 2 courses per semester for years. Why is this being changed now?

A: I am not talking about adjuncts that are hired by UHD. I am talking about exempt staff only being able to teach one class and it is because they have a 40 hour a week job. Their first responsibility is to UHD. The change is now because the Provost requests guidance Office of General Council because our policy did not agree with UH system policy. The guidance is that we must follow Texas Education Code, by Board of Regents, and UH systems policies.

Q: Hello Ivonne. Thank you for this update. Please share if this new interpretation is final or preliminary and may change. Thank you.

A: It is final. As I mentioned we will be revising our policy to reflect the language in the UH system policy.

Q: Does this include self-employed for salary staff?

A: I am not sure what it means by self-employed. Could they please clarify?

Q: The form states it must be a benefit to the University, however if the consulting has nothing to do with the University, but is within the profession wheelhouse of the employee, how is that perceived.

A: We see always see that external paid or consulting jobs are a benefit to the university because of exposure. We welcome exempt staff having a secondary job. Again the limit is eight hours a week.

Q: Adjuncts teach classes at night. Why does UHD have a right to govern what we do in our off hours/

A: Because again, we have to limit by the Texas Education Code because we are a state agency. We have to avoid by that.

Q: Are you indicating that 2 classes per semester for exempt staff equals more than 8 ours per week? I don't understand.

A: We are talking eight contact hours; three hours of instruction, plus office hours, plus preparation of the class. Every three credit hour class is related to eight contact hours.

Q: Can a staff member teach online as an Adjunct at another University? 1 class

A: Whether its online, hybrid, or in-person, yes. Exempt staff with approval of their supervisor and after completing the form can teach one three hour class, as an adjunct at UHD or elsewhere. Again total one class per semester.

Q: When does this start? Can you clarify what happens to current Fall 2022 classes?

A: If approval had been giving to an exempt staff for Fall 2022 semester, they will be grandfathered. However, moving forward it is one class per semester.

Q: Is there still a limit on the hours/week still 8 hrs for non teaching consulting. If so, this seems to restrict our earning ability for our family, as well as our professional growth. If an employee is working evenings and even weekends, that will be more than 8 hours and in my mind is viewed like a part time job. If it is not in person, but done virtually is that counted as "non contact hours"?

A: Remember there is a distinction in what this policy covers. This applies to exempt employees, not hourly employees. If the exempt employee has a part-time job that is not related to their role at UHD that is not limited to eight hours a week. What is limited to eight hours a week, is a secondary job where they are paid for performing the same job they do at UHD.

Q: Does UHD realize that UHD is about to lose a lot a good adjunct professors when they are already not paid enough for their full time jobs?

A: Again, let me clarify. Adjunct faculty that is not an exempt employee at UHD, isn't impacted. This policy is for exempt staff.

Q: How will this be enforced for both faculty and staff?

A: The process is the same for faculty and staff. They have to consult with their supervisor, get approval from the supervisor, complete the appropriate form, and it has to be approved. The form process goes through supervisor, department head, and vice-president. Three hour limit applies to faculty as well.

Q: How will this be enforced for both faculty and staff?

A: It has been communicated to faculty during the faculty senate meeting about a week or two weeks ago. The Provost has also send an email to all faculty with this information and I will also be sending an email to all staff.

Q: Do you realize the problem is A LOT of UHD adjuncts are exempt staff?

A: Again, yes. It is not a lot. It is about twenty exempt staff that teach as adjunct faculty. However, we are mandated to follow what the code means. We don't have an option.

Q: Was it less than eight hours before?

A: Technically the way UHD was addressing it before, UHD allowed exempt staff to teach two classes, eighteen contact hours per semester.

Mr. Kwasikpui tells Ms. Montalbano that there are no further questions, but there are some comments about UHD stopping the growth and livelihood of many employees. So, adjuncts need to start hustling rather than instructing to make the system happy. It's great to be supported. Thank you for keeping us inform.

Ms. Montalbano thanks everyone and the committee again for allowing her to present.

Professional Development

Mr. Kwasikpui explains that he will now show a presentation by Christian Purdy, Interim Sr. Talent Development Specialist of Employment Services and Operations.

There was an issue playing the PowerPoint presentation. Mr. Kwasikpui apologizes for the issue and states he will go to another location to get better internet. Connection is then lost. Mr. Kwasikpui returns after a few minutes and plays Mr. Purdy presentation, which covers upcoming talent development opportunities.

Staff Council Accomplishments

Staff Council Vision-Have a lunch with Dr. Blanchard. Create Excellence Award. Mr. Kwasikpui presents the Excellence award to Caroline Smith.

Whole Foods Partnership- Mr. Kwasikpui speaks about the Whole Foods coupon and how staff can obtain one from Staff Council.

Staff Council T-Shirts- Staff are encourage to request a shirt.

Staff Council Committees

Staff is encourage to join one of the Staff Council Committees. Members are still needed for the Membership and Elections Committee, Appointments Committee, Events Committee, and the Communications Committee.

Upcoming Events

- State of the University- September 28
- National Night Out- October 4th
- UHD Homecoming- October 10-15th
- Next Staff Council Meeting-10/19

Responses to Online Forms

Question: This question has come up in my unit: Can you clarify why we are not getting Jan 2 as an observed holiday for Jan 1?

Answer: For FY23, there are only 13 days available for state agencies to use in establishing their holiday calendars. (This is driven by Texas Government Code 662.003.) Based on this, two options were developed. Option 1 included 1/2/2023 for a total of six days off for the Winter break and choosing between having the Friday of Spring Break week or Emancipation Day off. Option 2 did not include 1/2/2023 for a total of five days off for the Winter break, but provided both the Friday of Spring Break week and Emancipation Day off. The University of Houston System leadership chose Option 2 as most staff enjoy having the Friday of Spring Break week off, and many staff asked for the University to honor Emancipation Day by granting it off.

Additional Questions from Q & A

Q: Who can be contacted for concerns about the fragrance in the ventilation system? It is causing headaches and nausea. The front doors have had issues for months/years with not opening properly, when will this be addressed?

A: Eddie Arias

Q: How do I sign up for the events committee?

A: You can email Staff Council.

Mr. Kwasikpui thanks everyone for participating.

Meeting adjourned at about 11:15 AM.